



Australian Government

Department of Education, Employment and Workplace Relations

CUFAIR301A Present radio programs

Revision Number: 1

CUFAIR301A Present radio programs

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to operate a panel and present live-to-air programs in a basic radio studio.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>Volunteers responsible for presenting music-based programs from a community radio studio typically apply the skills and knowledge outlined in this unit. This work is usually undertaken with some supervision and guidance.</p> <p>Skills associated with presenting more complex radio programs are covered in:</p> <ul style="list-style-type: none">• CUFAIR401A Conduct interviews• CUFAIR402A Present a wide range of radio material.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare for broadcasts	<ol style="list-style-type: none"> 1. Organise <i>presentation material</i> so that it can be accessed easily during on-air sessions 2. Exercise voice in preparation for on-air sessions 3. Confirm that pre-recorded material is available for broadcast prior to commencement of broadcasts 4. Check with outgoing presenter that <i>equipment</i> is fully operational and refer faults or problems to <i>relevant personnel</i> 5. Cooperate with outgoing presenter as required to ensure a smooth transition between programs
Mix audio inputs	<ol style="list-style-type: none"> 6. Mix <i>audio inputs</i> through the studio panel to produce required level and tonal balances 7. Prevent extraneous sounds not intended for broadcast from going to air 8. Cue and play presentation material according to program running sheets 9. Deal with equipment operational problems promptly and effectively throughout on-air sessions 10. Brief and cue studio guests as required
Present programs	<ol style="list-style-type: none"> 11. Ensure <i>presentation style</i> is consistent with station requirements 12. Present material and interact with studio guests in a way that engages listeners 13. Recover presentation errors and respond to equipment malfunctions with minimum disruption to program flow 14. Respond to studio direction as required
Wrap up broadcast session	<ol style="list-style-type: none"> 15. Time presentation material to allow smooth transition to the following program in consultation with the next presenter 16. Save relevant material for archiving and future use according to station procedures 17. Complete relevant <i>documentation</i> according to station procedures 18. Leave studio in an orderly state for the next presenter 19. Reflect on own performance during broadcasts and identify areas for improvement

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- ability to work cooperatively with others in a broadcasting environment
- problem solving skills sufficient to respond effectively to problems that arise in a live-to-air studio situation
- self-management skills sufficient to present and wrap up a live broadcast within the allocated time
- literacy skills sufficient to read simple scripted material and to complete routine workplace documentation
- numeracy skills sufficient to time presentation material to fit within the allocated program time
- aural discrimination skills sufficient to ensure that audio levels are consistent throughout the program
- technical skills sufficient to operate a basic studio panel

Required knowledge

- industry knowledge, including:
 - roles and responsibilities of personnel involved in the production process
 - issues and challenges that arise in the context of presenting programs live to air
- basic principles of presenting material on air and radio conventions
- characteristics of sound in a radio studio environment
- basic understanding of the audio signal path from studio to listener
- OHS requirements as they relate to the operations of a radio station

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to integrate a number of different tasks simultaneously
- ability to operate a basic studio panel and present information live to air on at least three occasions
- ability to present information on air in a conversational and natural way.

Context of and specific resources for assessment

Assessment must ensure:

- access to a basic radio studio
- access to appropriate learning and assessment support when required
- use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance
- evaluation of recordings of programs presented live to air by the candidate
- observation of the candidate presenting a radio program live to air
- written or verbal questioning to test knowledge as listed in the required skills and knowledge section of this unit.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CUFAIR201A Develop techniques for presenting information on radio
- CUFPPM301A Plan and prepare programs.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Presentation material</i> may include:	<ul style="list-style-type: none"> • minimal ad-libbing • music • pre-recorded interviews, announcements, sound grabs • scripted announcements, intros and outros.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • audio playback equipment • CD players • computer technology and associated software • headphones • microphones • off-air monitors • studio panel • turntables.
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> • producers • station managers • technical staff/volunteers.
<i>Audio inputs</i> may include:	<ul style="list-style-type: none"> • live voice in studio • music • pre-recorded material.
<i>Presentation styles</i> may include:	<ul style="list-style-type: none"> • comic • conversational/casual • dramatic • serious.
<i>Documentation</i> may include:	<ul style="list-style-type: none"> • APRA (Australasian Performing Rights Association) log • equipment fault reports • production schedule.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - on-air presentation
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Co-requisite units

Co-requisite units		